



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
 800 BAY ROAD  
 P.O. BOX 778  
 DOVER, DELAWARE 19903

JENNIFER COHAN  
 SECRETARY

**Advisory Council on Connected and Autonomous Vehicles  
 (Executive Order 14)  
 Subcommittee on Public and Highway Safety**

Friday, March 9, 2018  
 1:00 PM – 2:30 PM  
 DeIDOT Administration Building, 800 Bay Road, Dover, DE  
 2<sup>nd</sup> Floor Fenwick Conference Room

**MINUTES**

**1. Welcome & Introductions**

- a. The meeting commenced at 1:06 PM. G. Dixon introduced himself and opened the meeting with a round of introductions.

**Present Voting Committee Members**

Glenn Dixon	Delaware Safety and Homeland Security (DSP)
Mark Luszczyk	Delaware Department of Transportation (DeIDOT)
Jana Simpler	Office of Highway Safety (OHS)
Adam Weiser	AECOM

**Members Present by Proxy**

Ken Grant	AAA Mid-Atlantic (Proxy for Cathy Rossi)
Patrick Wenk	Delaware Police Chief's Council (Representing Chairman Bill Bryson)

**Absent Committee Members**

Barzilai Axelrod	Attorney General's Office
Lee Derrickson	Delaware Motor Transport Association
Leslie Ledogar	Delaware Department of Insurance
Brian Pettyjohn	State Senate
Scott Vien	Division of Motor Vehicles (DMV)

**Also Present**

Matt Buckley	WRA
Erin Coombs	Jacobs
Megan Rosica	Jacobs



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

JENNIFER COHAN  
SECRETARY

**2. Approval of Previous Meeting Minutes**

- a. The committee reviewed the previous meeting minutes and had no revisions or comments. J. Simpler made the motion to approve the minutes. K. Grant seconded. The motion passed and the minutes were approved.

**3. Discussion on Concepts for Recommendations – Additions/Deletions?**

- a. The committee discussed concepts for recommendations for the final report. Possible recommendations were discussed as follows:
  - i. Adding a software component – covered under OEM’s; overlap in other subcommittee work
  - ii. Delaware Code
    1. Title 21 – the committee to recommend a consultant be hired to review and offer suggestions; define the term “driver”
    2. Title 17 – may fall under other subcommittees
    3. Insurance – being investigated separately
- b. The committee decided to take time separately to review the concepts for recommendations and submit any additions/edits to Jacobs no later than Wednesday, April 4<sup>th</sup> in order to continue the discussion at the next meeting.

**4. Discussion on Draft Matrix – Where do Recommendations fit?**

- a. G. Dixon suggested using this matrix in the final report as a way to outline the recommendations from the committee based on the levels of automation.
- b. M. Luszczyk suggested prefacing these recommendations with a section in the report to explain the current state of public and highway safety in Delaware and how the benefits of CAV can improve these conditions. This should include a discussion of the risks associated with CAV and an explanation of how these risks will be mitigated. It will be important to indicate the necessary balance between risk and benefits to Delaware’s safety.
- c. A discussion regarding recommendations for potential changes in state legislation occurred between committee members.
  - i. Need to redefine “driver inattention” and indicate how this changes with CAV technologies.
  - ii. Need to indicate code changes that will be necessary to address liability when no human is in a vehicle.
  - iii. Clarify necessary maintenance requirements (updates to hardware as well as software in CAV).



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

JENNIFER COHAN  
SECRETARY

- iv. J. Simpler suggested developing graduated laws/regulations related to levels of automation. She also indicated that there will be a need to redefine “impaired” with the development of CAV.
- v. Platooning and follow-to-close law will need to be addressed.
- vi. A framework should be established that addresses what is needed and what laws/regulations are, but should not regulate manufacturers.
- d. The committee agreed that clarifications will be needed to determine the funding and resources that are necessary as well as specific action items that need to be taken to encourage testing and policy development—resources and action items corresponding to each recommendation will be noted in the matrix.
- e. Recommendations for restrictions on infrastructure communication should be considered; conversely, recommendations to limit government intervention/ability to disable vehicles should also be considered.

**5. Discussion on Template for Subcommittee Report**

- a. The report will include a description of the current state of public and highway safety in Delaware and how the benefits of CAV can improve these conditions. Also included will be a discussion of the risks associated with CAV and an explanation of how these risks will be mitigated. The matrix will be in the report as a way to show committee recommendations for preparing for CAV development in Delaware. G. Dixon and M. Luszcz will work separately to finalize the report template.

**6. Suggestions for topics for future discussions**

- a. Definitions will be needed for the following terms as they are used in code and policy:
  - i. Driver
  - ii. Inattention
  - iii. Impaired
- b. This committee will continue ongoing efforts as things develop in Delaware.
- c. M. Buckley suggested the committee recommend a benefit-cost analysis be completed to better justify the resources and funding needed to increase safety with the development of AV technologies.

**7. Public Comment**

- a. There were no comments from the public.

**8. Review of Action Items**

- a. G. Dixon and M. Luszcz will work separately to finalize the report template.



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

JENNIFER COHAN  
SECRETARY

- b. Committee members will review the recommendations matrix and submit feedback to Jacobs no later than Wednesday, April 4<sup>th</sup>.
- 9. Next Meeting**
- a. The next subcommittee meeting is scheduled for Friday, April 13<sup>th</sup> from 1:30 PM – 3:00 PM. K. Grant made a motion to adjourn the meeting. A. Weiser seconded and the motion was approved. The meeting adjourned at 2:23 PM.